

**DEPARTMENT OF ADMINISTRATION  
MANAGEMENT INFORMATION SERVICES DIVISION**

Retention and Disposition Schedule

The Records Retention and Disposition Schedule initially approved on June 30, 1979, governing the records series listed herein has been reviewed, corrected, and is hereby again approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina it is agreed that the records of the


**MANAGEMENT INFORMATION SERVICES DIVISION**

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N. C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule and the

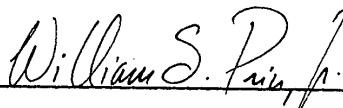
**MANAGEMENT INFORMATION SERVICES DIVISION**

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five additional years from the date of approval and will then be reviewed and again updated.

APPROVAL RECOMMENDED




Charles Williams, Director  
Management Information Services  
Division

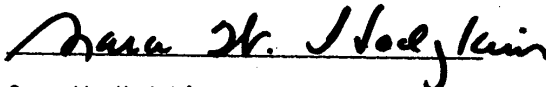


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



Jane S. Patterson, Secretary  
Department of Administration



Sara W. Hodgkins, Secretary  
Department of Cultural Resources

November 20, 1981

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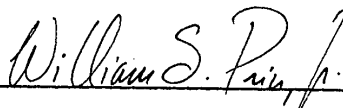
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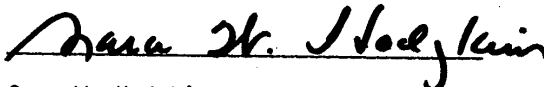


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**ITEM 82. DIRECTOR'S FILE.**

Record copies of memoranda, general correspondence, agenda, minutes, speeches and papers, and other related material pertaining to committees and/or organizations in which the director has taken part of is a member.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 2 additional years and then transferred to the custody of the Archives.

**ITEM 83. GENERAL PROJECT CORRESPONDENCE FILE.**

Record copies of correspondence, requests, studies, and reports regarding evaluation of systems prepared by Management Information Services Division for state agencies, technical institutions, universities, and hospitals.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 2 additional years and then transferred to the custody of the Archives.

**ITEM 11122. MANAGEMENT INFORMATION SERVICES SUBJECT FILE.**

Record copies of administrative and procedural correspondence and memoranda to and from the Management Information Services Division pertaining to the administration of the duties of the office. Includes, in addition to the above, copies of bills and invoices for supplies, equipment, duplicating, telephone and services, and memoranda pertaining to employees' training.

DISPOSITION INSTRUCTIONS: Destroy in office when audit value ends but retain no longer than 2 years.

**ITEM 11123. ANNUAL PLAN OF WORK FILE.**

Record copies of Management Information Services Annual Report and Annual Plan of Work.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 2 additional years and then transferred to the custody of the Archives.

**ITEM 11128. OTHER STATES CORRESPONDENCE AND REFERENCE FILE.**

Record copies of correspondence with other states regarding data processing requests for materials and information, reference copies of other states' manuals, guides, reports, and publications concerning information systems and data processing.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 11129. COMPUTER SYSTEMS EVALUATION PROJECT FILE.**

Record copies of project folders documenting the development of computer-related systems by the Applications Development Section. Includes copies of studies, correspondence with agencies regarding requests for the development of systems, cost estimates, Project Status Report, Systems Support Request Disposition, and Systems Support Requests. (Located with each Applications Development Section Team Leader.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when system becomes inactive or when reference value ends. Records will be held for agency in the State Records Center 2 additional years and then transferred to the custody of the Archives.

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**ITEM 11130. APPLICATIONS DEVELOPMENT SECTION GENERAL CORRESPONDENCE FILE.**

Record copies of correspondence, requests, studies, and reports pertaining to evaluation of systems prepared by Management Information Services Division-Applications Development Section for state agencies. Includes copies of Project Status Report, Systems Support Requests Disposition, and Systems Support Requests. (Located with Applications Development Section Secretary.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 2 additional years and then transferred to the custody of the Archives.